



# Phase 2 Allocation and Pre-allocation Policy

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<b>Implementation date:</b>	<b>June 2025</b>
<b>Related policies:</b>	1 Travel and Expenses Policy 2 Student Agreement

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## 1. Purpose

This document is designed to provide clarity to students in year 2 of the medical degree as to the process undertaken for placement allocations and to give students, who have special circumstances, the opportunity to apply to be allocated to an appropriate local education provider (LEP). It provides staff, students, and advisors with clear information regarding the UoBs placement allocation principles and processes, as well as on the authority and responsibilities of those involved in the process. Submitting a pre-allocation request does not give students automatic placement at their preferred LEP, their application will be reviewed against the criteria outlined below and the supporting evidence provided.

## 2. Scope

The policy applies to all year 2 FMHS students intending to continue into their third and fourth years of medical education. The policy applies on the basis that students will have met their conditions to progress including demonstrating they have met the required academic standards, are up to date with their fee payments and have completed the appropriate DBS checks.

## 3. Legislative context

This document applies to all students in the year 2 student cohort currently enrolled on the MB ChB Programme preparing to enter Phase 2 of the course. It is the Phase 2 allocation and pre allocation policy. We encourage all students to read this policy document in detail to ensure they fully understand the allocation and pre-allocation framework.

## 4. Policy statement

This policy sets out the rules, criteria and evidence requirements surrounding placement allocation to LEPs. It provides the framework for students who have a need to be allocated to an appropriate LEP using a pre-defined pre-allocation criteria. In addition, it explains the process of preference-based allocation to allocate the remaining students.

## 5. Responsibility

It is the student's responsibility to read this policy document. Students who wish to apply for pre-allocation must ensure the necessary criteria are met, provide appropriate supporting evidence, and respond according to the deadlines. Failure to do so would result in the application being rejected.

## 6. Relationship with other policies/procedures

- Student Agreement [UBMS Student Agreement 2025.pdf](#)
- Student guide to the Phase 2 Allocation Process [Student Guide to the Phase 2 Allocation Process.pdf](#)



## 7. Policy details

Phase 2 of the MB ChB programme is delivered in a variety of clinical settings. Students will be allocated to a base hospital according to this policy. Students will be expected to travel during some of the phase 2 blocks. Students are expected to make their own individual travel arrangements. It is anticipated that students will reside near their base hospital during the programme.

Students are not permitted to change the base hospital.

## 8. Pre-allocation to base hospital site

The University will not accept applications for pre-allocation placement purely based on where a student or their family lives or prefers to be.

To be considered for pre-allocation to a particular LEP based on personal circumstances, applicants must meet one of the following criteria and provide compelling evidence as described in further detail in the later sections

- Criterion 1: You are a parent or legal guardian of a child or children under the age of 18 who reside primarily with you or for whom you have significant caring responsibilities.
- Criterion 2: Significant Caring Responsibilities
- Criterion 3: You have a health condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.
- Criterion 4: Extraordinary Circumstances

### General points

- Applicants are required to complete the pre-allocation form found on Moodle.
- Applicants must ensure that all supporting evidence required for their pre-allocation application is provided at the time of application, uploading all supporting documentation to the pre-allocation form.
- You can only apply for personal circumstances based on your current situation.
- You are not allowed to link your application for personal circumstances to another student in the process.
- Your application will need to be supported by an appropriate independent professional. Dependant on the criteria, this might be a Midwife, GP/Doctor, Headteacher, Social Worker or an occupational health physician.
- Application and approval for pre-allocation to a particular LEP base does not mean that there will be pre-allocation to preferred locations within or associated with the base hospital or for phase 2 activities more generally.
- If you need to be in a geographical area based on your personal circumstances, you can apply for pre-allocation to an LEP within a reasonably commutable distance to your address linked to a criteria below.
- To be considered for pre-allocation on the grounds of personal circumstances, you must meet one of the following criteria.



## 1.1 **Criterion 1: You are a parent or legal guardian of a child or children under the age of 18 who reside primarily with you or for whom you have significant caring responsibilities.**

If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for pre-allocation based on personal circumstances under this criterion.

It is expected that you and your child(ren) will remain at your current address and application for pre-allocation will be to the LEP within a reasonably commutable distance of your address.

If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.

You are required to supply the following supporting evidence:

- A copy of birth certificate(s) of the child(ren). For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.
- Proof of current address.
- A statement from a professional who can confirm that they know you and has a professional working relationship with the child(ren) and yourself and can confirm that you have a significant caring responsibility for a child or children under 18. The signatory must be:
  - over 18.
  - have a relevant professional working relationship with the applicant and their child(ren) e.g., Midwife, GP/Doctor, Headteacher, Social Worker.
  - not be related to the applicant by birth or marriage.
  - not be in a personal relationship with the applicant.
  - not live at the same address as the applicant.

## 1.2 **Criterion 2: Significant Caring Responsibilities**

You have significant caring responsibilities for a family member, partner, or friend. Applicants who have a primary carer role should also apply under this criterion.

Definition of significant caring responsibilities:

*“Significant caring responsibilities equate to anyone who cares for a family member, partner or friend who requires help because of illness or issues with their mental or physical health or disability and cannot cope without their support.*



*If the person cared for has physical or mental health issues, a learning disability, a substance use- disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living they are a carer.”*

You must explain clearly and present a strong case as to why and how you have significant/primary caring responsibilities for this person. Including but not limited to the below points.

- How you have significant/primary caring responsibilities – i.e. you have been carrying out this role during your time at medical school.
- How your current significant/primary caring responsibilities for a family member, partner or friend are expected to continue into your Phase 2 programme.
- A description of how you provide care over the course of a typical week and not just at weekends, (that is, your caring responsibilities require you to be within a reasonable commutable distance of the caree on a constant basis).
- Why you would not be able to provide this care whilst living in any other region where the LEP is not within a reasonably commutable distance to your address.

If you provide care for a person as part of a group of carers, for example a family, you are eligible to apply under this criterion, provided all other requirements listed are met. You must upload the following evidence:

- Confirmation from a general practitioner or social worker of the person being cared for, confirming that they know you and confirm that you have a current significant/primary caring responsibility for a family member, partner or friend including details of the level of care you provide. This is a mandatory requirement of the application form. The independent general practitioner or social worker must complete and sign a supporting signatory statement which will form part of your evidence.
- An explanation of the type and amount of care you provide and demonstrate how you will combine the responsibilities of a Phase 2 medical student with your significant caring responsibilities, and that you have fully considered local support and resources. This explanation should be supported by an independent professional.
- Proof of current address in your name, e.g., driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months, which will be for pre-allocation to the LEP that is within a reasonable commute of that address.

It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the LEP that is within a reasonable commute to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.

You are not required to complete/provide an official care plan.



### 1.3 **Criterion 3: You have a health condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.**

As you already have this medical condition or disability, it is expected that you will remain at your current address, and application for pre-allocation will be to the base hospital that is within a reasonable commute to that address or pre-allocation to the LEP closest to the treatment centre.

If the request for pre-allocation is not for the LEP that is within a reasonable commute of your current address or pre-allocation to the LEP closest to the treatment centre. Relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where your treatment needs to take place. The supporting evidence needs to be clear and explicit.

Conditions requiring treatment or support that is currently delivered online can be accessed from anywhere and therefore do not qualify for pre-allocation.

You are required to provide the following supporting evidence which needs to be legible, clear and explicit, and it must state why you need to be pre-allocated to a particular LEP:

- A written report by the current UK based specialist registered with the appropriate UK professional body, treating your condition or occupational health physician, in which they are required to:
  - describe the current medical condition (physical or mental health), or disability
  - describe the nature of the ongoing treatment
  - describe the frequency of the ongoing treatment
  - explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK. The clinician must state that it is essential for treatment or medical follow-up to be accessed in a specific location.
- Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months.
- Please note that attending outpatient appointments infrequently e.g., every 3 or 6 months can be accommodated and does not require pre-allocation. Applicants who have requested pre-allocation to a base hospital for this reason are likely to have their application rejected.



## 1.4 Criterion 4: Extraordinary Circumstances

If you consider that there are extraordinary circumstances that require you to be in a particular environment for your phase 2 rotations, you can apply under this criterion.

Caring responsibilities that do not meet the requirements of criterion 2 (primary carer/significant caring responsibilities) are not considered to be extraordinary circumstances.

Applications under this criterion are for extraordinary circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements for criteria 1, 2 or 3.

Any application which relates to health grounds must be submitted under criterion 3. This includes mental health conditions. Applicants who request pre-allocation for any type of health-related reason under criterion 4 are likely to be rejected.

Applications based on multiple categories cannot be included under this criteria, one category should be chosen.

You must provide evidence regarding these circumstances including the reasons for placement in a particular location commutable to your address from a professional individual who has recognised standing to support the application. This must not be a family member or friend. You will be required to supply the following supporting evidence:

- Statement by a professional that:
  - Describes the current extraordinary situation.
  - Explains why the extraordinary circumstance requires you to be in a specific location rather than another location in the UK.
- Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months.

Situations not valid for pre-allocation include but are not limited to:

- Financial circumstances,
- Home ownership/other accommodation circumstances,
- Marriage/other partnership or family/friendship circumstances,
- Circumstances related to religion

## 1.5 Panel Configuration

All applications for pre-allocation on the grounds of Personal Circumstances will be considered by the Allocation Panel that consists of the Programme Manager and /or Registrar, the Faculty Professionalism Theme Lead and the Phase 2 Lead or their nominated representative.

Submission of a pre-allocation request does not automatically mean that your request has been approved. The evidence you submit will be reviewed against the criteria listed.



The Panel may contact you if further clarification is required.

## 1.6 **Appealing the Outcome**

If you wish to appeal the decision made, you may do so within 7 calendar days of receiving your outcome. On the following grounds:

- There are new personal circumstances relating to the Phase 2 pre-allocation criteria that could not be disclosed at pre-allocation
- New evidence to support your existing mitigating circumstances that could not be disclosed at pre-allocation
- There were procedural irregularities in relation to the pre-allocation process.

To submit an appeal, you must email [fmhs-appeals@buckingham.ac.uk](mailto:fmhs-appeals@buckingham.ac.uk) within the stated timeframe.

For further information about the appeals process, please contact [fmhs-quality@buckingham.ac.uk](mailto:fmhs-quality@buckingham.ac.uk)

If a student is not satisfied with the outcome a review can be requested to ensure that all procedures have been followed. This review is final.

## 9. **Preference informed allocation**

The preference informed allocation uses a computer-based algorithm. This algorithm gives as many students as possible the preferred choice of LEP whilst maintaining capacity for students with approved pre-allocations. It is closely aligned to the post-graduate Foundation Programmes' preference-informed allocation process.

Pre-allocations

- Single LEP pre-allocations: Students approved for pre-allocation to a single, specific LEP will be allocated directly to this base hospital.
- Regional pre-allocations: Students approved for pre-allocation to a region (rather than a specific LEP) will be allocated to one of the appropriate LEPs during the first pass of the algorithm.

The allocation process is as follows:

- All students (excluding those with specific LEP pre-allocations) are assigned a random computer-generated rank that is entirely random. This rank determines the order in which allocation decisions are made. The algorithm consists of 2 passes.

First pass: Preferred placement and regional pre-allocation

- The algorithm processes students in rank order.
- If a student's first-choice placement has available capacity and there will be room remaining for students with regional pre-allocations, this student will be allocated to their first choice placement.
- If the first-choice placement is full:
  - If the student has approved regional pre-allocation, this student is allocated to their highest preferred LEP that has space.



- If the student does not have approved regional pre-allocation the student is skipped for this pass.

#### Pass 2: Allocation of remaining students

- Again, the algorithm works through the student list in the same rank order.
- Any student not placed in the first pass is allocated to their highest-ranked placement that still has available space.
- This continues until all students have been allocated.

Once allocated to a placement, there is no system for swaps between placements. Swaps will not be facilitated by the Medical School under any circumstances.

### 10. Repeating students

Students who are repeating years in Phase 2, will normally return to their existing LEP. However, students in Phase 1 who are repeating their second year, or students who suspend their studies after passing year 2 are not guaranteed a place at their originally allocated LEP when they return.

### 11. New circumstances after allocation process

No new pre-allocation requests will be accepted after the allocations have been made. However, late requests could be reviewed if there are new circumstances that arise after the deadline. It may not be possible for any late agreements to be implemented in the same academic year and students may have to defer their studies.

### 12. ETA6 QE results

Reallocating students after ETA6 QE results is only considered if these results significantly affect numbers at a particular LEP. This is considered as a continuation of the allocation process.

Reallocation will be informed by the student preference survey data, student rank, and discussion with students who indicated a preference for the affected LEP.